

## PREBID MEETING AGENDA

Project No.502-11-223

VA256-13-B-0460

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### PREBID MEETING AGENDA AND MINUTES

**Project:** Create ADA Compliant Access for Bldg 2

**Project No.:** 502-11-223 **Date:** 04/10/2013 **Time:** 9:30 AM CDT

**Location:** Alexandria VA Health Center, Bldg 7 – Room 363; 2495 Shreveport HWY, 71N, Pineville LA 71360

- Sign in sheet was passed to all attendees.
- Name, location and general scope of the project was announced to all attendees.

*“Contractor shall provide all materials, equipment, labor, supervision and expertise necessary to build an ADA compliant Ramp and Canopy at Bldg. 2, at VAMC Alexandria, 2495 Shreveport Highway, 71N, Pineville, LA 71360 as required by drawings and specifications.”*

*The purpose of the Field Site Review was explained; it was emphasized that the site review is conducted to give the industry the opportunity to see/inspect the site where work will take place.*

- *During the meeting it was emphasized that whatever is said during the meeting is meant to be helpful but does not and cannot change the Bid Documents. Bidders have to rely on published Addenda for official answers to questions that are not currently covered by Bid Documents. The purpose of this Pre-Bid conference is meant as a presentation of the project only, not as a “Question and Answer session”.*

*Throughout the meeting it was strongly emphasized that this meeting/conference is not a Question and Answer session and questions will not be answered at that time. Contracting Specialist, Ms Renata Ott asked all attendees to submit all questions/concerns in writing and e-mail them to [renata.ott@va.gov](mailto:renata.ott@va.gov).*

- All parties present and not present involved in the Project were introduced.

Project Manager/Project Supervisor (not present)

Design Consultant Representative from Barron Heinberg & Brocato Architects & Engineers

Marion. J. Chaney and J. Richard Airhart

COR

COR

Contracting Officer

Contracting Officer

Contract Specialist

Harvey "Wayne" Cook and Freemann Cortez

Montrell Mc Laurin

Michael Lewis

Gina Roach

Renata Ott

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- Contracting Specialist presentation regarding the solicitation

Solicitation Information – VA256-13-B-0460 Announced that, at present, bids will be taken on Wednesday, 01 May 2013 at 2:00 PM CDT

The magnitude of construction is between \$500,000.00 and \$1,000,000.00 as prescribed in FAR Part 36.204.

- *Bid Evaluation criteria –Lowest Reasonable Price*

*The low bidder shall be the bidder that – complies with all aspects of the solicitation and is otherwise eligible for award; i.e. submitted a responsive bid IAW FAR 14.301 and is determined to be responsible IAW FAR 9.104*

Contracting Specialist called attention to all potential bidders to carefully follow “Instructions, Conditions, and Notices to Offerors” in the solicitation. Furthermore, it was pointed out failure to furnish the required bid by the time set for opening of bids, may require rejection of the bid.

This is a total Service Disabled Veteran-Owned Small Business 100% Set-Aside Competitive Procurement pursuant to Public Law 109-461 (38 USC 8127). The SDVOSB is required to perform a minimum of 15% of the construction work on the project with its own labor force or the labor force of other SDVOSB subcontractors. The SDVOSB must be small under the relevant NAICS code.

All offerors must be listed as “verified” in the VIP database, available in VETBIZ at <http://www.vip.vetbiz.gov> and must also be registered in System for Award Management SAM data base (formerly known as the CCR) under NAICS 236220 along with complete online Reps and Certs <https://www.sam.gov> in order to submit offers and be eligible for award.

- A tentative schedule of events was announced:  
Addendum No. 1 with meeting minutes be released beginning next week was announced.

<i>Last Addendum</i>	<i>approximately 1 week prior to Bid Date</i>
<i>Questions to be submitted</i>	<i>two weeks prior to bid Date</i>
<i>Receive Bids</i>	<i>05/01/2013</i>
<i>Notify apparent Low Bidder</i>	<i>one week after Bid Date</i>
<i>Low Bidder provides Post Bid Docs</i>	<i>usually 10 days later</i>
<i>Contract Awarded</i>	<i>Middle of May 2013</i>
<i>Period of Performance</i>	<i>240 calendar days after NTP</i>

- At that time, A&E representative, Mr. Airhart made a presentation of the overview of the project scope of work.

Overall plan presented with the overview of the site.

- Re-grading and repaving of the project site is required because the existing site is too

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steep for ADA handicapped access.

- Project involves relocation of existing metal and glass marquis canopy, which is important to the Division of Historical Preservation; Existing concrete steps and existing ramp and paving (parking spaces and driveways) to be demolished.
- New steps to be constructed farther out at a new entry portal and an additional set of steps are required at the stair exit door (where existing ramp is to be removed).
- New covered handicapped ramp with low concrete sidewalls, new landing and steps to be constructed at main entrance. New glazed aluminum entrance door and frame with access control lock and automatic push pad door operator.
- New concrete driveways over crushed stone base over geotextile fabric to construct new handicapped and non-handicapped parking spaces and drive-through vehicular drop-off. New concrete sidewalks to connect to building entrances and to adjacent sidewalks.
- Canopy to be relocated to new structure (steel framing with fireproofing); with metal roof deck, insulating concrete fill and modified bitumen membrane roof, roof drains and decorative masonry wall and plaster fascias and soffits with new lighting.
- Basic landscaping for erosion control and turf establishment/repair is a part of the project; terraced retaining walls and topsoil and sodding of all unpaved disturbed areas of project site with new Saint Augustine sod.
- Decorative part: new entry portal steel structure with concrete masonry unit wall covered with plaster with special coating and decorative cast stone accents. (included in specs and drawings)
- Existing lights to be returned to the VA and replaced/installed with new fixtures IAW specs and drawings
- Existing Urns to be relocated to new portal
- SHIPO approval already received
- Main mechanical aspects are new canopy roof drains and new planter drains (catch basins and french drains) all connected into the existing subsurface storm drainage system.

One of the contractors had concern regarding the constructability of 90 degree corners in modular concrete retaining walls. After studying the project Specifications, it was determined that the Specifications (Section 32 27 60) already require the Contractor to furnish 90 degree corner units. The manufacturer advised that there are two possible ways that these corners may be constructed: The Contractor may either furnish 90 degree corner unit special shapes at these locations, or may substitute 8" x 9" deep x 8" wide (nominal) solid corner units with straight finished sides where exposed to view. This type of corner unit is available from the manufacturer. There was also a question about whether the Modular Concrete Retaining Wall units were intended to be "compact units" or "standard units". The Drawings currently show "standard units". The manufacturer advised that the "standard units" are the best choice for this project. Therefore, it is not necessary to change the Drawings and Specs for Modular Concrete Retaining Walls. The Contractor shall be required to furnish all special and custom shapes and solid corner units, special radius units, etc. as required to accomplish the retaining wall configurations shown on the Drawings in a neat and workmanlike manner. Special shapes shall be prefabricated in the factory. Job cutting or mitering and gluing

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to job-fabricate corner and cap units is not acceptable. All exposed surfaces shall have solid factory-finished surfaces with color and texture to match surrounding surfaces. Exposed saw-cut surfaces will not be acceptable.

Some of the contractors asked if a Soil report/geotechnical report was available. It has been determined that a soil report is not available because a geotechnical/soil investigation was not done on this project. Contractor is advised that Specifications Section 01 45 29 requires testing activities and inspection services required during project construction to be provided by a Testing Laboratory retained and paid for by the Contractor. Therefore, the contractor is hereby advised that there is no soil report available and that the Contractor is responsible for all testing, including, but not limited to, testing of both existing "in-situ" soil materials and imported fill materials as required to classify soils and verify compliance with specified Plasticity Index, Liquid Limit, gradation, degree of compaction, density, moisture content, etc. Note that additional requirements for fill materials and "earth moving" are indicated on the Drawings, Sheet S3, General Notes" and in Specifications Section 31 20 11.

- General contractor's supervisors required having 30 hours of OSHA training prior to working on projects at the VAMC; all other workers must have 10 hours of OSHA training.
- A contractor lay-down area which must be fenced in – more information will be provided from VA engineering/COR at the pre-construction conference.
- Utilities will be furnished during construction.
- *Ms. Roach called attention to importance of the historical look of the building and that the project has been approved by the historical society.*
- At that time, all plans and pictures of "end project" were shown and made available for inspection.
- All attendees were invited to Bldg. 2 to *see/inspect the site where work will take place. All attendees were made aware that they can feel free to take pictures of the site/structures, but not veterans.*
- *The A&E Engineers presented again a short overview of the site.*
- *Contract specialist stressed again that all questions must be submitted in writing to her and the answers will be posted on Federal Business Opportunities fbo for all interested parties to receive the same information.*
- *The conference concluded at 11:00 AM.*

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Project Name: ADA Compliant Ramp – Bldg. 2

## PREBID MEETING

# SIGN IN SHEET

Name	Company	Phone	* FAX/email
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Name

Company	Revenue	Profit	Assets	Liabilities	Equity
Company A	100	20	120	80	40
Company B	150	30	180	120	60
Company C	200	40	240	160	80
Company D	250	50	300	200	100
Company E	300	60	360	240	120

Phone

\* FAX/email

\* Include FAX number or email address if you want a completed copy of the sign up sheet sent to you.